



# COLUMBIA COUNTY

Board of Supervisors

400 DeWitt Street  
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

## **Columbia County Executive Committee Minutes July 9, 2012**

Members Present: Richard C. Boockmeier, Mary Cupery, Vern E. Gove, Andy Ross, Robert R. Westby

Also In Attendance: Susan Moll, Dawn Woodard, Mike Babcock, Dennis Richards, Rich Hasse, Rebekka Cary, John Hartman, Paul Nadolski, Joe Ruf, Krista Miller, Sue Martin, Bill Devine, Lyn Jerde

The meeting of the Executive Committee was called to order by Chair Ross at 1:00 pm. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Boockmeier to approve the agenda as published. Second by Gove. Motion carried.

### **Approval of Minutes**

Motion by Boockmeier to approve the minutes of the June 11, 2012 regular Executive Committee and the June 20, 2012 Executive Committee meetings. Second by Cupery. Motion carried.

### **Operational Review – Veterans Service Officer**

Rebekka Cary was introduced to the committee. Rebekka is the recently hired deputy County Veteran Service Officer.

Motion by Westby to approve the June, 2012 expenditure report for the Veterans Service Office. Second by Boockmeier. Motion carried.

Motion by Gove to approve Hasse's request for the deputy CVSO to attend the VSO Accreditation & CEU Training School in Illinois. Second by Cupery. Motion carried.

Hasse reported that Columbia County has been approved as a work-study worksite. An applicant has applied and should be reporting to work in the near future. Hasse will check with the Human Resource Office regarding worker's compensation for the work-study student.

Hasse presented a proposal to move the Veteran's Service Office to meeting room 126. A floor plan of the possible office layout was reviewed. Costs for the move will be presented at the August meeting.

Performance Planning will be reviewed at the August meeting.

### **Pacific DNR/Shooting Range**

Mike Babcock and Dennis Richards from the Sheriff's Department, and Paul Nadolski from the DNR, were on hand to discuss the shooting range at the Swan Lake Wildlife area in the town of Pacific. Nadolski stated that NR 45.09 of the Wisconsin Administrative Code addresses loaded firearms within the exterior boundary of state-owned lands, however, Columbia County is not included in the list of counties. The DNR has called for an emergency closure of the site. Corporation Counsel will review the County's options and present them for consideration at the August committee meeting. Susan Martin and Bill Devine also joined the discussion and expressed safety as the top priority with any decisions made.

### **Position Replacement Requests**

Dawn Woodard is requesting to replace 2 open positions at Health and Human Services. Motion by Boockmeier to approve Woodard's request to replace the Human Services Aide. Second by Cupery. Motion carried.

Motion by Gove to approve the replacement request for a Social Worker at Health and Human Services. Second by Westby. Motion carried.

### **Policies and Procedures Revisions – Sheriff**

Dennis Richards presented revisions to the Policies and Procedures Manual.

Motion by Westby to approve the clothing allowance of \$600 for the Sheriff's Executive Secretary. Second by Cupery. Motion carried.

Motion by Gove to allow the Sheriff to give approval for non-sworn employees to take one week of vacation after six months of employment. Second by Westby.

Motion by Westby to forward to the Finance Committee, without recommendation, the revision to allow Department Heads to make exceptions for staff to use sick time when necessary for bereavement. Second by Cupery. Motion carried.

### **Policies and Procedures Revisions – MIS**

John Hartman presented revisions to the Policies and Provision Manual.

Motion by Westby to approve the policies for personnel sanctions for noncompliance of information systems technology. Second by Boockmeier. Motion carried.

Motion by Boockmeier to approve the telework policies which allow employees to work remotely. Second by Cupery. Motion carried.

### **Appointments**

Motion by Westby to recommend the appointment of James E. Foley to the East Wisconsin County Railroad Consortium to complete Vern E. Gove's remaining term to April, 2014. Second by Boockmeier. Motion carried.

Motion by Cupery to recommend the following appointments to the local library boards: Cambria - Robert Grahn & Donna Saylor, 3 year terms to May, 2015; Pardeeville - Terry Miller, 3 year term to May, 2015; Portage - Eleanor MacLeish, 3 year term to May, 2015; Poynette - Delores Hausmann & Bob Garske, 3 year terms to May, 2015. Second by Gove. Motion carried.

### **50 Year Anniversary of Administration Building**

Ross stated plans are in the works to recognize the 50<sup>th</sup> Anniversary of the Administration Building. The Portage Daily Register plans on doing a story, in several parts, about the history of the building.

### **Building Upgrades as Approved at Judiciary & Property Meeting 6/27/12**

A list of upgrades approved by the Judiciary & Property Committee was distributed. Motion by Boockmeier to approve the list of building upgrades approved by the Judiciary and Property Committee. Second by Cupery. Motion carried.

### **Mutual and Worker Compensation Insurance Discussion**

Ross stated that the Executive Committee has oversight over insurance issues. Ruf gave an overview of the different types of insurance coverage, stating that the Executive Committee maintains the liability and property coverage. The Human Resource Committee handles workers compensation insurance. Ross asked for a loss report of insurance claims to be distributed at the next meeting.

### **Oversight Committee Sequence for Staffing Requests**

Ruf clarified that the Operations Manual states that approval to refill vacant positions must be received from the governing committee, Human Resources Committee, Executive Committee and Finance Committee, in that order, to fill the position. Ruf stated that an amending resolution could be done to make a change.

Motion by Westby to amend the hiring process in the Operations Manual to remove "in that order". Second by Boockmeier. Motion carried.

Ruf will draft a resolution for approval by the committee at a meeting to be scheduled prior to county board.

### **Operational Review – County Clerk**

Motion by Boockmeier to approve the June, 2012 expenditure report for the County Board. Second by Cupery. Motion carried.

Motion by Boockmeier to approve the June, 2012 expenditure report for Insurance. Second by Westby. Motion carried.

Motion by Boockmeier to approve the June, 2012 expenditure report for the County Clerk's office. Second by Gove. Motion carried.

Moll stated that the recall elections cost the county approximately \$13,300.00 which includes ballots, notices in the paper, and supplies. Employee staff time was not included in the costs.

Moll reported two employees are close to the 40 hour limit for compensatory time earned in 2012. Comp time was earned while working the elections. Scheduling time off for staff has been difficult due to the increased workload from the recall elections. Committee members were supportive and understanding of the comp time and stated that overtime will need to be paid for time in excess of 40 hours.

### **Chair's Comments**

No comments.

### **Joint HR/Exec Committee Meeting**

A joint meeting of the Human Resource and Executive Committees has been scheduled for Wednesday, July 11<sup>th</sup> to review new position requests for 2013.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be Monday, August 6, at 1 pm.

Motion by Boockmeier to adjourn at 4:05 pm. Second by Westby. Motion carried.

Respectfully Submitted,

Mary Cupery  
Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, Columbia County Clerk.*